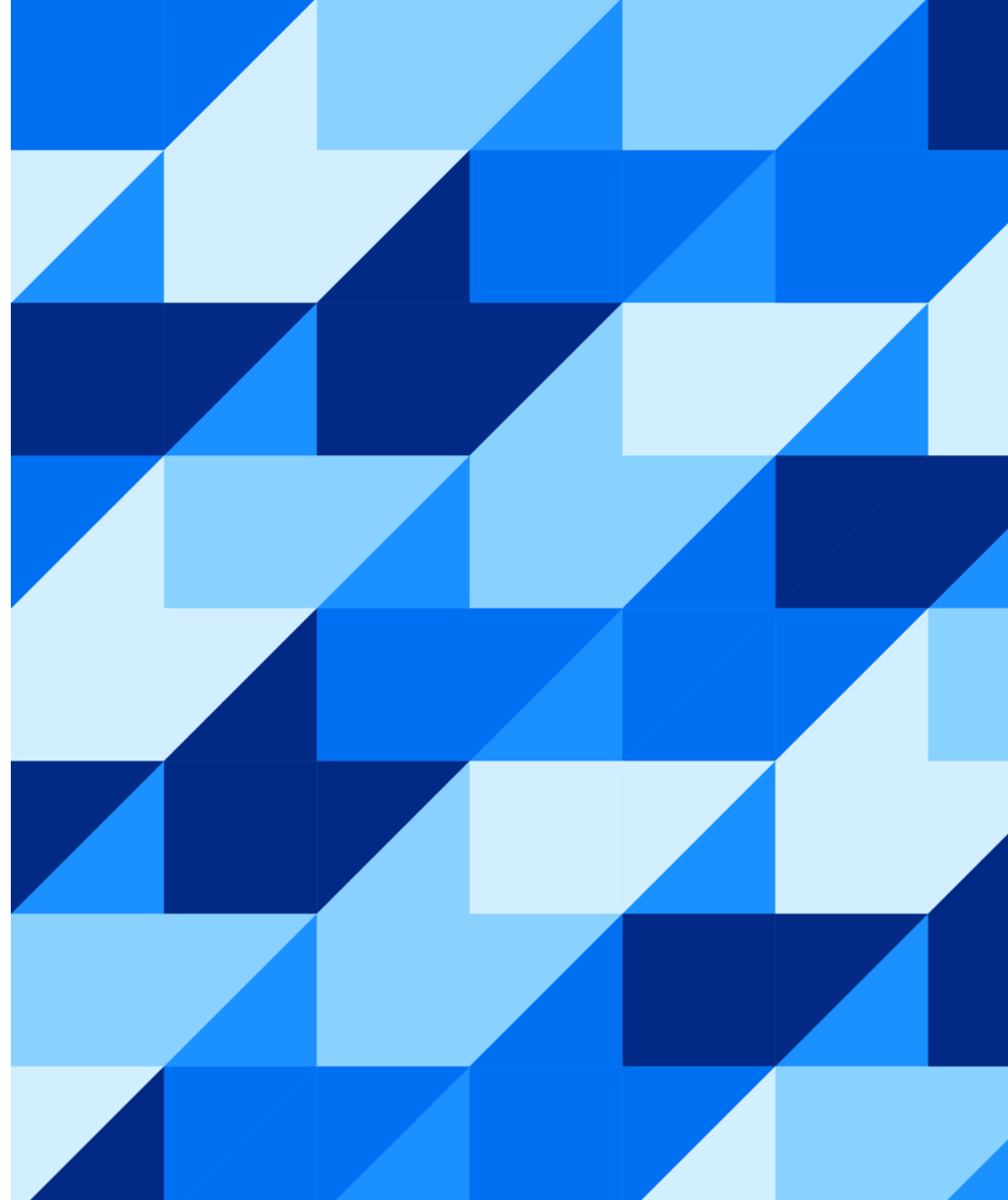


Trading Relationship Request (TRR) Auto vs Manual Acceptance Configuration Guide

Public



TRR – Auto vs Manual Configuration Guide

To set your Trading Relationship Acceptance settings, follow these steps:

1. Log into your supplier account on the [SAP Business Network](#).
2. Click on your **initials** in the top right.
3. Click on **Settings** from the drop-down menu.
4. Click on **Customer Relationships**.

Supplier Login

1

[Forgot Username or Password](#)

The screenshot shows the SAP Business Network user interface. At the top right, there is a dark blue header with a notification bell, a help icon, and a user profile icon labeled 'FL'. A circular callout '2' is placed over the 'FL' icon. Below the header, a user profile card displays the name 'FirstN LastN', email 'FirstNLastN@sap.com', and a profile picture. A dropdown menu is open, listing various account management options. A circular callout '3' is placed over the 'Settings' option, which is highlighted in light blue. Below the 'Settings' option, a circular callout '4' is placed over the 'Customer Relationships' option in the left-hand column of the dropdown menu. At the bottom right of the page, a small '2' is visible.

FL

2

FirstN LastN
FirstNLastN@sap.com

My Account

Link User IDs

Contact Administrator

Switch to Test Account

Test Account 51120236
ANID: AN11176204471
Standard account

Company Profile

Marketing Profile

Service Subscriptions

Settings >

Logout

\$ 0.0 USD

Account Settings

4 Customer Relationships

Users

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

Account Type Change Log

2

TRR – Auto vs Manual Configuration Guide

In the **Customer Relationships** section of your account, you can select to have your **Trading Relationships** automatically or manually accepted.

- **Automatically accept all relationship request (Recommended)** – When a TRR is sent to your account, it will automatically be accepted for you to transact with your buyer. The relationship will be in under Current relationships. You will not need to take additional steps.
- **Manually review all relationship request** – When a TRR is sent to your account, it will be under Pending relationships, awaiting your approval before you can transact with your buyer.

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Current (1) Pending (0) Rejected (0)

TRR – Automatically Accept All Relationship Requests (Recommended)

To set your account to automatically accept relationships, follow these steps:

1. Click on the **Current Relationships** tab from the customer relationships page.
2. Select **Automatically accept all relationship requests** and click the **Update** button.
3. All future relationships will be auto accepted and appear in the **Current** section of your account.

The screenshot shows the 'Customer Relationships' page with three tabs: 'Customer Relationships', 'Users', and 'Notifications'. The 'Customer Relationships' tab is active and contains two sub-tabs: 'Current Relationships' and 'Potential Relationships'. A circled '1' points to the 'Current Relationships' sub-tab. Below the tabs, the text reads 'I prefer to receive relationship requests as follows:'. There are two radio button options: 'Automatically accept all relationship requests' (which is selected) and an unlabeled option. A circled '2' points to the 'Update' button below the radio buttons. At the bottom of the page, there are three summary items: 'Current (1)', 'Pending (0)', and 'Rejected (0)'.

3

Current (1) Pending (0) Rejected (0)

<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	Buyer Test Realm	AN11180367496	Trading	22 Nov 2023		Default	Actions ▾

Reject

TRR – Automatically Accept All Relationship Requests

The below email notification will be sent to the supplier admin when a buyer requests a relationship with a supplier that has their account set to automatically accept all relationship requests.

Relationship established

Hello,

Your company Supplier Test Account 51120236 (ANID:AN11176204471) is now successfully connected with **Buyer Test Realm** (ANID:AN11180367496) to start transactions and exchange electronic documents such as purchase orders and invoices.

You can [log in](#) to your account to get started.

Contact Buyer Test Realm if you have questions about the business relationship.

Thank you for using SAP Business Network.

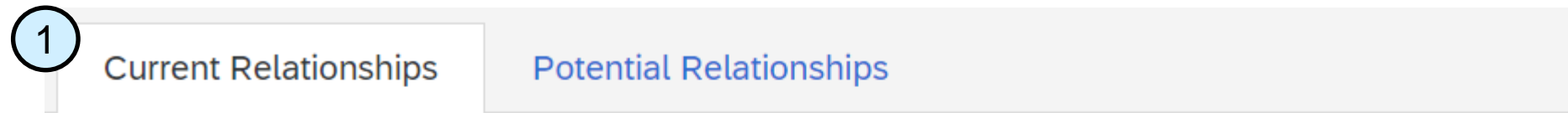
Sincerely,

SAP Business Network team

TRR – Manually Review All Relationship Requests

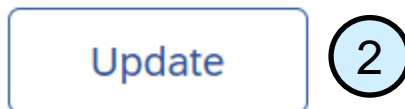
To set your account to manually review all relationships, follow these steps:

1. Click on the **Current Relationships** tab from the customer relationships page.
2. Select **Manually review all relationship requests** and click the **Update** button.
3. All future relationships will need reviewed and wait in the **Pending** section of your account.
 - See next page to learn how to approve relationships in the pending section.



I prefer to receive relationship requests as follows:

- Automatically accept all relationship requests Manually review all relationship requests

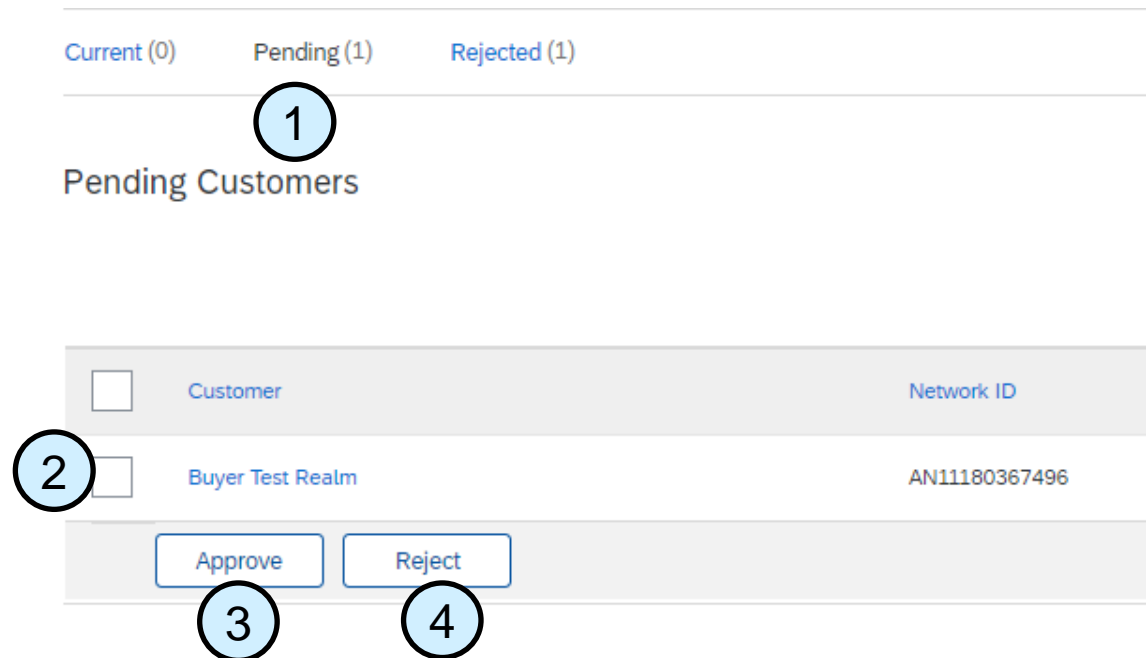


Current (0) Pending (1) Rejected (0)

TRR – Manually Review All Relationship Requests

To approve or reject relationships in the pending section of your account, follow these steps:

1. Click on **Pending** from the customer relationships page.
2. Select the customer you would like to approve or reject.
3. Click the **Approve** button to connect with the buyer and establish a Trading Relationship. The customer will then show in the **Current** section.
4. Click the **Reject** button to not accept the relationship. The relationship will then move to the **Rejected** section.
 - Note – Once rejected, the customer will need to resend another request for you to accept the relationship in the future.



TRR – Manually Review All Relationship Requests

The below email notification will be sent to the supplier admin when a buyer requests a relationship with a supplier that has their account set to manually review all relationship requests.

Buyer Test Realm

Buyer Test Realm invites you to SAP Business Network

To FirstN LastN at Test Account 51120236

Buyer Test Realm invited you to collaborate on SAP Business Network. To evaluate and accept the request, click the Review request button, then on the Account Settings page, click Pending.

[Review request](#)

Thank you.

